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**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #4**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: October 27, 2004

SUBJECT: **Establishing Eligibility of Runaway, Homeless, and Migrant Youth**

Few child care institutions will need to establish eligibility for runaway, homeless and migrant youth. However, the following information is provided for your use, should you require it.

Food and Nutrition Services has received reports of delays in receiving information from homeless or migrant coordinators about a child's status as runaway, homeless, or migrant. It is understood that in some cases the delays may be substantial, for up to as much as 90 days. Local Educational Agencies (LEAs) are asking how to handle these children's eligibility, while awaiting confirmation from the homeless or migrant coordinator.

It is suggested that the LEA or school determine who best knows the family's situation and have that person indicate that the child is a runaway, a migrant, or the family in question is homeless. This could be done either by completing an application on the child's behalf or by establishing a list indicating which children are migrants, for example. Keep in mind that the school's determining official must base his or her decision on concrete information that will support such a determination.

Once a LEA or school official establishes a child's eligibility as homeless, runaway, or migrant, that eligibility remains in effect for the entire school year, provided that the child was correctly certified. If the child's status is not confirmed by subsequent information from the homeless or migrant coordinator, the school year eligibility is no longer valid. In these situations, the LEA or school must take steps to advise the household and issue a notice of adverse action, informing the household that it can reapply for benefits.

Please keep this memo on file or in a notebook for quick and easy reference.

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